

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

FJIR000132--MEAL (Monitoring, Evaluation, Accountability and Learning Officer)
Support Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Fiji
Host Institute	United Nations Capital Development Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Suva [FJI]
Assignment Place	Family Duty Station

Assignment Place Remark

Please note that the approximate monthly living allowance will be USD 2,336.30 as of March 2021 (at single rate). An additional family allowance may be paid for up to two recognized dependents (see also below, under Conditions of Service).

Living Conditions

Fiji consists of 332 islands, and the two largest islands are Viti Levu and Vanua Levu. These two islands are mountainous and covered with thick tropical forests. The region's highest point, Mt Tomanivi, is an extinct volcano on Vanua Levu. Fijian indigenous society is very communal, with great importance attached to the family unit, the village, and the vanua (land). Fijian society has evolved over the past century with the introduction of traditions such as Indian and Chinese as well as significant influences from Europe and Fiji's Pacific neighbours, particularly Tonga and Samoa. These various cultures of Fiji have come together to create a multicultural national identity. Religion in Fiji is today dominated by Methodists and other Christian sects, followed by Hindus, and other religions. There are many familiar banks in Fiji, including Westpac and ANZ. Long term volunteers who chose to open a bank account, generally use ANZ Suva. VSA will deposit volunteer's monthly living allowance into their bank account as well as reimbursement for utilities. It can take

quite a while to get a bank account so it is best to plan to have a month's resources available from other sources. Fiji is generally a cash-based society, so it is recommended to keep a good amount of cash on you as you may come across a number of restaurants, shops, etc that do not accept card. Fiji has three main cell phone companies – Vodafone, Digicel and INKK. Coverage is generally good within urban areas but fades quickly as you move to rural locations. Internet connection is good in Suva. To use the internet at home the best thing is to buy a dongle for around FJD \$40 which volunteers can then top up.

Assignment Details

Assignment Title

MEAL (Monitoring, Evaluation, Accountability and Learning Officer) Support Officer

Organizational Context & Project Description

The UN Capital Development Fund makes public and private finance work for the poor in the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development.

By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to SDG 1 on eradicating poverty and SDG 17 on the means of implementation. By identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access, UNCDF contributes to a number of different SDGs.

Since 2008, UNCDF has been supporting digital finance with significant success, with digital finance currently the largest part of its inclusive finance portfolio. This includes digital innovations linked to off-grid energy, agriculture, employment, health and transport. With many professionals with strong digital finance experience across the globe and with several hundreds of projects on digital finance ongoing, UNCDF is one of the leading development agencies in digital finance with a mission and expertise to reach low-income customers in some of the world's most difficult markets.

Based on this experience UNCDF started in 2017 to expand the scope of its programmatic agenda to go beyond digital finance using its newly launched strategy "Leaving no one behind in the digital era". Through this strategy it intends to move its focus from digital finance (DF) to digital economies which constitutes a logical integration of UNCDF experience in financial inclusion and digital financial services, developed over many years. The legacy of UNCDF intervention programmes was built through a range of country/regional programmes and global thematic initiatives, which has established a very strong reputation for UNCDF vis-à-vis donors and peers.

Last year UNCDF has started to tailor its new strategy to the Pacific context with two complementary programme initiatives that are part of a bigger portfolio approach to implement UNCDF's strategy "Leaving no one behind in the digital era" in the Pacific region. These two programmes are;

- The Pacific Digital Economy Programme
- Pacific Insurance and Climate Adaptation Programme

Both programmes have started recently and are currently in inception phase

Sustainable Development Goals

8. Decent work and Economy Growth

Task description

Within the delegated authority and under the supervision of Regional Manager - Pacific or his/her designated mandated representative(s), the UN Volunteer MEAL Support Officer will:

- Set up UNCDF's data collection system for partner interventions in each of the programme countries:
 - Develop data management and data visualization tools to track project results and aggregated programme results.
 - Design partner monitoring tools and train partners in data collection and reporting.
 - Based on the primary data collected, analyse project and programme performance and extract relevant findings for strategic decision-making and market based interventions.
- Supports the MEAL Officer in the planning, preparation and management of M&E strategies and associated activities conducted for the programmes, such as;

- Support to development and execution of M&E work plan, including internal assessments and external evaluation of the programmes
- Support with the data collection, quality control and results measurement for the programmes
- Supports the MEAL Officer and other colleagues in the Pacific to implement the use of UNCDF's Inclusive Digital Economy Scorecard (IDES) and with associated research on thematic topics relevant to UNCDF's learning agenda:
 - Supports the data-collection for the IDES tool for each programme country.
 - Identify secondary datasets and research relevant to the implementation of the programme and develop and update the IDES and the country evidence base.
 - Conduct analysis of secondary sources on digital economy data to identify programme priorities and inform market engagements.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Provide annual and end of assignment self-reports on UN Volunteer actions, results and opportunities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

As an active UNCDF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNCDF colleagues and its partners in the accomplishment of her/his functions, including:

- Project and programme database and data visualization tools developed
- UNCDF programme partners trained and equipped for data reporting
- Project and programme data repository and dashboards updated on a quarterly basis
- IDES tool for each programme country updated on annual basis
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Degree in ICT, Computing Science, Information systems, Engineering, Statistics, Mathematics, or related field.

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Required experience

60 months

Experience Remark

Prior experience working with or in a UN Agency, or with IFI development partners, such as World Bank or ADB is preferred

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Monitoring and evaluation Mandatory
- Other development programme/project experience Optional

Area of Expertise Requirement

- Minimum of five (5) years of experience in conducting research and data analysis to inform strategic decision-making in development programming is required.
- A minimum of three (3) years of experience with information management, advanced quantitative and qualitative data analysis, as well as data visualization, is required.
- A minimum of three (3) years of experience in conducting socio-economic research is preferable, but not mandatory.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Empowering Others
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service[Click here to view Conditions of Service](#)

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Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

FJIR000132-10131

Application procedure

*** Not yet registered in the UNV Talent Pool?**

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to

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apply.

*** Already registered in the UNV Talent Pool?**

First update your profile at <https://vmam.unv.org/candidate/profile>.

Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 2nd August 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/RkpJUjAwMDEzMg==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.